

# **South Carolina Department of Motor Vehicles Facilities Management Department**

## **SPECIFICATIONS FOR REFUSE COLLECTION AND DISPOSAL SERVICE**

These specifications cover refuse and trash collection and disposal services. The work required includes the furnishing of all labor, transportation, equipment and materials necessary to provide the required level of services.

### **REQUIREMENTS**

**A. Description of Refuse**

Refuse for collection described in this specification shall include paper, rags, bottles, metal, boxes, cloth, cans, cartons, crates, worn out articles of equipment and furniture, etc.

**B. Refuse Collection**

The contractor will be responsible for the removal and disposal of the contents from each container. Each container shall be emptied, returned to its original position and lid replaced. Garbage and refuse spilled by collectors shall be swept up and removed during the current pickup.

**C. Disposal**

All refuse and trash shall be removed and disposed of away from each location. Disposal shall be accomplished in accordance with rules and regulations of the South Carolina Department of Health and Environmental Control and other governing agencies, and in accordance with the laws of the State of South Carolina.

**D. Equipment**

Containers shall have leak proof bodies of a type specifically designed for this service. Equipment shall be properly maintained so that doors, latches, covers, etc., function in the proper manner. Packers, when required, shall be properly installed on a concrete pad and shall be kept in good operational condition. The packer-serviced units are to be equipped with a panic-proof control panel; i.e. any control button pushed during the advancing stroke of the ram will reverse or stop the ram. The hopper and the container are to be leak proof (except 40 yd. size). All electrical wiring servicing the hopper is to be enclosed in conduit. All equipment shall comply with all applicable codes.

**E. Cleaning and Disinfection of Containers**

All containers used in providing service in accordance with this specification shall be periodically cleaned and sprayed (at least once per month) with an insecticide to maintain them in a sanitary condition and to eliminate breeding of vermin, insects, objectionable odors, and unsightly outward appearance. Special attention in cleaning shall be given to seams and rolled edges of containers and covers. The cleaning and disinfection of containers will be subject to approval of the South Carolina Department of Health and Environmental Control and the using agency. Exterior of containers shall be painted and the painted surfaces kept up so that a presentable appearance is

maintained. If it becomes necessary, the contractor will be required to take a container(s) off site to be cleaned and disinfected. The contractor will then either provide a replacement container equal to the container removed or provide a suitable container temporarily while the permanent container is being cleaned and disinfected.

**F. Proof of Sufficient Equipment**

The bidder, prior to the execution of the contract, will be required to show proof that he has sufficient equipment and personnel to provide services required with necessary backup equipment to cover break down of scheduled maintenance activities.

**G. Permits and Responsibilities**

The contractor shall, without additional expense to the state, be responsible for obtaining any necessary license and permits, and for complying with any applicable Federal, State, and Local laws, codes, and regulations in connection with the prosecution of the work. Contractor shall be similarly responsible for all damages to persons or property that occur as a result of his/her fault or negligence.

**H. Insurance**

The contractor shall provide and maintain during the entire period of performance under this contract the following minimum insurance:

<u>TYPE</u>	<u>AMOUNT</u>
Comprehensive General Liability	\$300,000 per occurrence for bodily injury.
Comprehensive Automobile Liability	\$100,000 per person and \$300,000 per accident for bodily injury and \$10,000 for property damage.
Workman's Compensation	Coverage for all individuals engaged in any work under this contract, and meeting requirements of S.C. laws regarding same.

Prior to commencement of work hereunder, the successful bidder shall furnish to the state a certificate or written statement of the above required insurance. The policies evidencing required insurance shall contain an endorsement to the effect that cancellation or any material change in the policies adversely affecting the interest of the state in such insurance shall not be affective for such period as many be prescribed by the laws of the State of South Carolina. The successful contractor must furnish within ten (10) days after written acceptance of bid a copy of his liability insurance certificate.

**I. Performance**

Submission of a bid shall be accepted as prima-facie evidence that bidders have examined the specifications and has satisfied themselves as to the nature and location of the service and all other matters which may in any way affect the service or cost thereof under this proposed contract. Any failure of the bidders to acquaint themselves with all available information, including physical survey of the site of the proposed work, will not relieve them from performing all the services required to be done for a complete finished job.

**J. Adjustment of Services**

SCDMV reserves the right to adjust the size, number of containers, frequency of pick-ups, or number of locations as may be deemed necessary during the contract period. The unit cost per container shall be utilized to obtain the change in contract price resulting in adjustment in service.

**K. Variation in Pick Up**

Should a pickup be missed by the contractor, for whatever reason, a credit in accordance with the bid price shall be applied to the monthly invoice. Additional pickups at the agency's request shall also be at the specified bid price. Should a compactor, when used, be broken and out of service, a proportional credit (% of days/month(s) out of service) shall be applied to the monthly unit rental charges.

The contractor will be required to forward to the agency on a monthly basis, receipts and /or tabulations sufficient to enable the agency to determine the yardage/tonnage of reuse being removed from each of the compactor units or a per dump basis.

**WARRANTY**

The contractor warrants to the state that all work performed as a result of this bid and specifications will be performed in a professional manner consistent with industry practice.

**ACCEPTANCE EVALUATION**

The services provided will be subject to inspection by the agency. All work not in accordance with the specifications shall be corrected within 24 hours after notification of deficiency.

**DELIVERY AND PAYMENT**

Payment for services rendered shall be made monthly based upon valid and approved invoices submitted to the agency. All invoices shall be itemized indicating the number and cost of each container location.

**General Information**

A purchase order shall be issued for all accounts awarded to a vendor, listing all locations contained in the award.

There will only be one invoice per month, per purchase order and the invoice must be itemized by pick-up location, followed by a total cost for all locations.

Each contract vendor must furnish a primary and an alternate customer service contact person who is authorized to resolve financial problems and customer service problems. i.e. invoice prices, late fees, pick-up problems.

Bids must include all landfill and disposal fees.

Awards shall be issued by lot and shall be made to two vendors per lot. The first award shall be made to the lowest responsible and responsive bidder and the second award shall be made to the next lowest responsible and responsive bidder. Should the first awardee default or is terminated from this contract,

the secondary awardee will be asked to fulfill the contract, therefore making the secondary contractor primary.

<b>SCDMV Dumpster Service Locations</b>			
<b>Container Size</b>	<b>Lots</b>	<b>Address</b>	<b>No. of Pickups per Week</b>
	<b>Lot 1</b>		
2 yd	Item 1 - Pickens DMV	2133 Gentry Memorial Hwy	1
4 yd	Item 2 - Seneca DMV	13009 Radio Station Drive	1
4 yd	Item 3 - Anderson DMV/HP	331 US Hwy 29 By-Pass N	1
2 yd	Item 4- Belton DMV	123 O'Neil St	1
4 yd	Item 5 - Laurens DMV/HP	390 Fairground Road	1
	<b>Lot 2</b>		
4 yd	Item 6 - Greenville Saluda Dam DMV	15 Saluda Dam Road	1
4 yd	Item 7 - Greer DMV	610 Arlington Road	1
4 yd	Item 8 - Spartanburg Fairforest DMV/HP	8794 Fairforest Road	1
4 yd	Item 9 - Spartanburg Southport DMV	1625 Southport Road	1
4 yd	Item 10 - Gaffney DMV	451 Hyatt Street	1
	<b>Lot 3</b>		
4 yd	Item 11 - Rock Hill DMV/HP	305 Hands Mill Road	1
4 yd	Item 12 - Chester DMV	508 Belt Road	1
4 yd	Item 13 - Lancaster DMV	1694 Pageland Highway	1
	<b>Lot 4</b>		
2 yd	Item 14 - Chesterfield DMV/HP	100 Laney Street	1
4 yd	Item 15 - Bennettsville DMV	337 Hwy 9 West	1
6 yd	Item 16 - Florence DMV	3102 E. Palmetto Street	1
2 yd	Item 17 - Darlington DMV/HP	2200 E. Newsome Hwy.	1
4 yd	Item 18 - Bishopville DMV	508 S. Lee Street	1
	<b>Lot 5</b>		
4 yd	Item 19 - Sumter DMV	430 S. Pike Street East	1
2 yd	Item 20 - Kingstree DMV	785 Eastland Ave	1
2 yd	Item 21 - Manning DMV	3721 Alex Harvin Highway	1
4 yd	Item 22 - Lake City DMV	728 S. Ron McNair Blvd.	1
2 yd	Item 23 - Santee	117 Dazzy Circle	1
	<b>Lot 6</b>		
4 yd	Item 24 - Georgetown DMV	214 Ridge Street	1
6 yd	Item 25 - Myrtle Beach DMV	1200 21st Ave North	1
2 yd	Item 26 - Conway DMV	4103 Hwy. 701 North	1

2 yd	Item 27 - Marion DMV	2757 East Highway 76	1
4 yd	Item 28 - Dillon DMV	1705 Highway 701 South	1
	<b>Lot 7</b>		
4 yd	Item 29 - Columbia DMV	1630 Shop Road	3
4 yd	Item 30 - Decker Mall DMV	2500 Decker Blvd.	1
4 yd	Item 31 - Ballentine DMV	1016 Broad Stone Road	2
4 yd	Item 32 - Lexington DMV	122 Park Road	1
2 yd	Item 33 - Winnsboro DMV/HP	1161 Kincade Bridge Road	1
2 yd	Item 34 - St. Matthews DMV	415 Chestnut Street	1
4 yd	Item 35 - Orangeburg DMV/HP	1720 Charleston Hwy	1
2 yd	Item 36 - Batesburg DMV	509 Liberty Street	1
4 yd	Item 37 - Aiken DMV	1755 Richland Street	1
	<b>Lot 8</b>		
4 yd	Item 38 - Charleston Leeds DMV	3790 Leeds Ave	1
2 yd	Item 39 - Charleston Ashley Oaks DMV	1119 Wappoo Road Unit G	1
2 yd	Item 40 - Ladson DMV	135 Wimberly Drive	1
	<b>Lot 9</b>		
4 yd	Item 41 - Bluffon DMV	15 Sheridan Park	1
4 yd	Item 42 - Beaufort DMV	28 Munch Drive	1
2 yd	Item 43 - Ridgeland DMV/HP	407 Live Oak Road	1
4 yd	Item 44 - Allendale DMV	3657 Allendale Fairfax Rd	1
	<b>Lot 10</b>		
Rollout	Item 45 - Edgefield DMV	849 Hwy 25 North	1
4 yd	Item 46 - McCormick DMV	504 Airport Road, STE A	1
2 yd	Item 47 - Saluda DMV	400 West Wheeler Circle	1
2 yd	Item 48 - Abbeville DMV	1331 Haigler St. Ext.	1